



505 Grant Street  
P.O. Box 160  
Van Meter, Iowa 50261-0160

Telephone: 515-996-2644  
Fax: 515-996-2207  
[www.vanmeteria.gov](http://www.vanmeteria.gov)

## Announcement

The City of Van Meter (population 1016) is now accepting applications and resumes for the position of Public Library Director. Salary Range: \$30,000-\$40,000 annually. The position is open until filled. Applications and resumes must be emailed to [publicservicerecruiting@consultant.com](mailto:publicservicerecruiting@consultant.com).

## Community Profile

The City of Van Meter, Iowa is located in Dallas County, Iowa, the seventh fastest growing county in the nation according to the US Census Bureau. Van Meter offers a rural setting with quick access to urban amenities just 10 minutes away in West Des Moines and Waukee. A great place to live and work, Van Meter is proud of its quality school system and abundant recreational opportunities. The Van Meter Community School District offers small class sizes and a robust technology program. Van Meter is within easy access to Interstate 80 and Interstate 35. The Des Moines international airport is located within 18 miles. The picturesque Raccoon River Valley offers an attractive residential setting.

## Education

The Van Meter School District is a nationally recognized comprehensive K-12 school located on a single campus. A community highlight, the K-12 campus offers students the unique opportunity to interact and learn with students of varying ages. The collaborative multigrade-level learning environment creates positive student experiences with older role models. The school also offers a variety of programs to help meet each student's needs. Offering a Talented and Gifted (TAG) program as well as a Reading Lab program to help classroom teachers differentiate the learning supports for students. Teachers also have regular common team time to use data and collaborate around instructional practices. Teachers are constantly learning and improving the strategies they use to meet the needs of their learners.

## Recreation

The City of Van Meter offers quick access to the greater Dallas County region's many miles of hiking, biking, and water trails. The City maintains two parks one with a disk golf course and the other with easy access to the Public Library and free high speed internet access. The City and the School together operate a youth rec complex offering soccer, baseball and softball fields. The city has several active athletic associations providing youth programs for use of the complex and related athletic activities.

## Organizational Culture

The City of Van Meter is a chartered city with a Mayor-Council/



## POSITION ANNOUNCEMENT

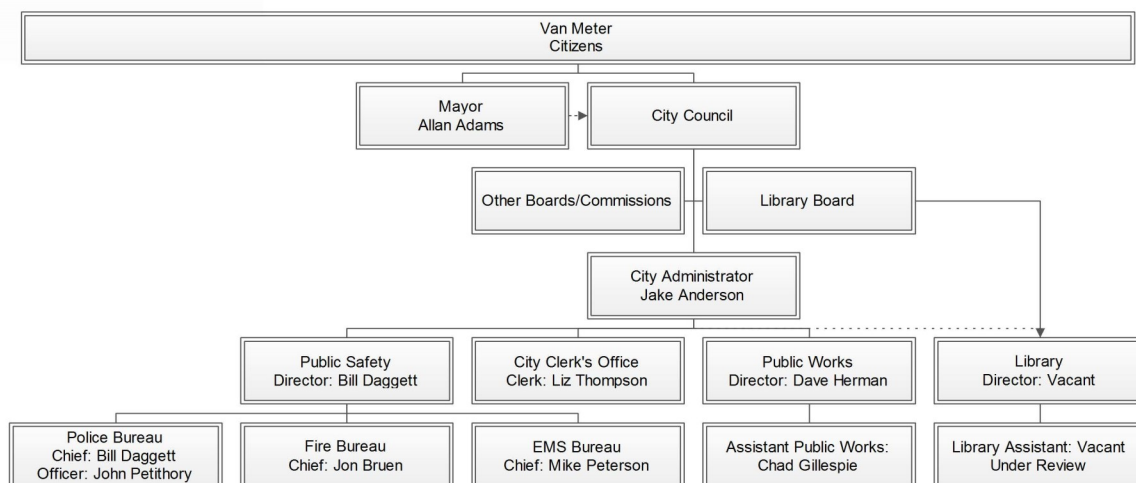
Administrator form of government. The Mayor and five City Councilmembers are elected at-large and each serves alternating four-year terms.

The professional staff is headed by the City Administrator and a talented team of both full and part-time employees, which includes the City Clerk, Public Works Director, Assistant Public Works Director, Police Chief, and Library Director.

The City strives to offer a progressive, proactive, community-centered government. The staff is tightknit, dedicated, and well-educated. The new Library Director is a member of the City's management team and should be prepared to find their place in the organization and community while seeking ideas on, program implementation and service styles. Management personnel encourages open lines of communication throughout all departments.



### City of Van Meter, Iowa Organizational Chart



## Position Priorities

1. Develop and maintain effective working relationships.

## POSITION ANNOUNCEMENT CONT.

2. Provide structure, vision, and leadership for library services.
3. Identify and address situations needing clean up and draft any necessary policy proposals.
4. Organize a capital campaign to raise funds for the construction of a new public library.

### Desired Qualifications

The requirements listed below are representative of the knowledge, skill and/or ability required of the employee. Above all else, the individual must demonstrate maturity, leadership, common sense and organizational fitness. If previously in the military service with any branch of the armed services, has received at least a general discharge under honorable conditions.

#### Education

A bachelors degree in library science, education, public administration or related field. A masters degree is preferred.

#### Language Ability

Ability to establish and maintain effective working relationships with the public, Library Board, City Council, City employees, vendors and other agencies. Ability to read, analyze and interpret Iowa statutes, local ordinances, policies, procedures, general business periodicals, professional journals, and other government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from boards/commissions, and the general public.

#### Mathematical Skills

Ability to apply concepts of mathematics as needed.

#### Cognitive Demands

Knowledge of library policies and practices, reports and rules. Ability to define problems, collect data, establish facts and draw valid conclusions. Other skills that apply include strong verbal and written communication skills; knowledge of the library profession; excellent organizational skills; ability to think creatively and to be flexible; genuine enthusiasm for public service; basic knowledge of office equipment; keyboard, word processing and database search; strong skills; basic knowledge of budgeting and accounting; eagerness to learn; basic knowledge of sound personnel practices; cooperative personality, good problem-solving skills; accuracy with details; and basic people skills; strong time management skills; public speaking skills.

Ability to use the following tools and resources: network computer including keyboard, monitor, mouse, and printer; general office equipment, such as calculator, copy machine, writing utensils, and files; wide variety of printed material such as correspondence, reports, Code of Ordinances, budget printouts, personnel policy manual, communication equipment such as telephone, fax machine, audiovisual equipment, and e-mail.

### Environment Adaptability

*The work is generally performed in an office environment. However, the work will expose the employee to visual strain, highly unpleasant social situations, irregular work hours, and significant work place pressure.*

### Physical Demands

This position does require extended periods of standing and sitting. Short periods of, reaching, balancing, stooping, kneeling, crouching, and otherwise physical activities are anticipated. The employee must occasionally lift and/or move more than 50 pounds.